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SGA Fund Accounting Version 12.2 Release Guide Addendum: Multi-Account Budget Entry

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Multi-Account Budget Entry

Through the Actuals/Budget entry screen budgets may be viewed and modified for any specified account. Beginning with v12.2, in addition to the Actuals/Budget screen, users now have access to the Actuals/Budget Multi-Account Entry screen.

This display provides the ability to view and modify budgets for multiple accounts at once:

Account	Description	2020 Actual Total	2020 Budget Total	2021 Budget Apr	2021 Budget May	2021 Budget Jun	2021 Budget Jul	2021 Budget Aug	2021 Budget Sep	2021 Budget Oct	2021 Budget Nov	2021 Budget Dec	2021 Budget Jan	2021 Budget Feb	2021 Budget Mar	2021 Budget Total
01-01-001-2510-00000	Office Supplies	7,973	11,500	1,000	3,000	1,000	500	1,000	500	1,000	500	1,000	500	500	1,000	11,500
01-01-001-2520-00000	Maint Supplies	2,634	900	75	75	75	75	75	75	75	75	75	75	75	75	900
01-01-001-2530-00000	Program Supplies	6,690	10,000	2,500			2,500			2,500					2,500	10,000
01-01-001-2540-00000	Food	4,744	6,000	500	500	500	500	500	500	500	500	500	500	500	500	6,000
01-01-001-2555-00000	Special Event Supplies															
01-01-001-2570-00000	Merchandise for Resale	346	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000
01-01-001-2575-00000	Staff Apparel	238	500		250							250				500
01-01-001-2600-00000	Telephone	26,010	38,000	2,200	2,400	2,000	3,000	3,800	7,800	2,400	3,800	4,800	2,400	1,700	1,700	38,000
01-01-001-2600-20098	Telephone	3,169														
01-01-001-2700-00000	Postage	4,940	3,300	500	200	200	200	500	200	200	200	500	200	200	200	3,300
01-01-001-2810-00000	Electricity	1,647	4,800	400	400	400	400	400	400	400	400	400	400	400	400	4,800
01-01-001-2810-20098	Electric	260														
01-01-001-2813-00000	Office Rental	25,050	59,820	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	4,985	59,820
01-01-001-2813-20098	Rent	20,040														
01-01-001-2840-00000	Repairs	2,144														
01-01-001-2845-00000	HVAC Repairs		1,000				500								500	1,000

Users can move between accounts and budget periods using their keyboard arrows, tab key, or clicking with their mouse. Budgets can be entered for multiple accounts without having to save after each account change.

Controls prevent inadvertent data loss:

Save Budget Changes

Do you wish to save changes?

WARNING! You are about to navigate away from the actuals budgets accounts page and may lose all of your work. Press OK to navigate away or cancel to stay on this page.

Traditional Budget Tools

The new display maintains the same functionality from the Actuals/Budget Entry screen. Formulas may be used to project budget trends and spread totals:

The screenshot shows the 'Accounts' window with a table of 707 accounts. A dropdown menu is open over the table, showing various formula options:

- Percent Change (Ctrl+P)
- Average Percent Change (Ctrl+A)
- Trend Based on Past Years (Ctrl+S)
- Spread Evenly Based on Amount (Ctrl+E)
- Spread Amount Based on Column (Ctrl+L)

Account	Description	2020 Actual Total	2020 Budget Total	2021 Budget Jul
01-01-001-2510-00000	Office Supplies	7,973	11,500	500
01-01-001-2520-00000	Maint Supplies	2,634	900	75
01-01-001-2530-00000	Program Supplies	6,690	10,000	2,500
01-01-001-2540-00000	Food	4,744	6,000	500
01-01-001-2555-00000	Special Event Supplies			

Components may be accessed via double-click drill-down or through the Components icon:

The screenshot shows the 'Components' window for account 01-01-001-2540-00000. A red arrow points from the 'Components' icon in the top menu to the 'Components' window. The window displays a table of components for the month of April and May.

Month	Description	Quantity	Price or Unit Amount	Subtotal
April		1.00	500.00	500
April		1.00		
April		1.00		
April	Total			500
May		1.00	500.00	500
May		1.00		
May		1.00		
May	Total			500
June		1.00	500.00	500

Grid Display Account Filters

Users can specify if the system should display all accounts within their account restrictions, subject to a max data cap, or filter to their specified account limitations.

The screenshot shows the 'Accounts' grid display interface. On the left, there is a table with columns 'Account' and 'Description'. The table lists several accounts, including 'Office Supplies', 'Maint Supplies', 'Program Supplies', 'Food', and 'Special Event Supplies'. Above the table, there is a filter expression: '(Major Acct# >= 25 And Major Acct# <= 28)'. A button labeled 'Display All Accessible Accounts' is highlighted with a red box. To the right of the table, there is a section for 'OR Add Account Filter(s):'. This section contains a table with columns 'AndOr', 'Column', 'Comparison', and 'Value'. The table has two rows of filters: one for 'Major Acct#' with a comparison of 'Greater than or equal' and a value of '25', and another for 'Major Acct#' with a comparison of 'Less than or equal' and a value of '28'. This filter table is also highlighted with a red box.

AndOr	Column	Comparison	Value
	Major Acct#	Greater than or equal	25
And	Major Acct#	Less than or equal	28

View Customization

Similar to the Actuals/Budget entry screen, users can specify data types (actuals, budget, forecast, etc.) and years to display in the grid. By default, all months and a total will be displayed for each data type, but the periods displayed can be modified to just a total or to a specified period range.

The screenshot illustrates the 'Customize View' dialog box, specifically the 'Period Ranges' configuration. The dialog is divided into three tabs: 'Columns', 'General', and 'Account Order'. The 'Period Ranges' tab is active, showing a table with columns for 'Column', 'Year', and 'Header'. Below the table are 'Periods to include' and 'From period' dropdowns. A red arrow points from the 'Period Ranges' tab to the 'Periods to include' dropdown, which is open and showing 'Total Only' selected. Another red arrow points from the 'Total Only' option to the 'Periods to include' dropdown in the main application window below. The main application window shows a grid of account data with columns for '2020 Actual Total', '2020 Budget Total', '2021 Budget Apr', and '2021 Budget May'.

Column	Year	Header
Actual	2 Years Ago	%FisYr-2% Actual
Budget	2 Years Ago	%FisYr-2% Budget
Budget	1 Year Ago	%FisYr-1% Budget

Periods to include: Total Only

From period: 01 (Apr) to: 13 (YE)

Account	Description	2020 Actual Total	2020 Budget Total	2021 Budget Apr	2021 Budget May
01-20-404-2510-00000	Office Supplies	200	950		200
01-20-412-2510-00000	Office Supplies				
01-20-909-2510-00000	Office Supplies		120	10	10
01-40-404-2510-00000	Office Supplies				
01-40-411-2510-00000	Office Supplies	192			
01-40-909-2510-00000	Office Supplies				
01-20-404-2520-00000	Maintenance Supplies				

Account Ordering

The order in which accounts are displayed in the grid can be controlled. Ordering by minor account, by branch, and by department, for example, enables a review of the same account type across multiple locations and departments:

Customize View [View Help](#)

Columns General **Account Order**

Order By: Minor Acct# | Direction: Ascending

Branch: Ascending

Department: Ascending

Accounts (Branch = 20 Or Branch = 30 Or Branch = 40) And (Department >= 404 And Department <= 412 Or Department = 909) And (Major Acct# >= 25 And Major Acct# <= 28) Current Account: 01-01-001-2540-00000

124 accounts

Account	Description	2020 Actual Total	2020 Budget Total	2021 Budget Apr	2021 Budget May	2021 Budget Jun	2021 Budget Jul
01-20-404-2510-00000	Office Supplies	200	950		200		
01-20-412-2510-00000	Office Supplies						
01-20-909-2510-00000	Office Supplies		120	10	10	10	
01-40-404-2510-00000	Office Supplies						
01-40-411-2510-00000	Office Supplies	192					
01-40-909-2510-00000	Office Supplies						
01-20-404-2520-00000	Maintenance Supplies						
01-20-412-2520-00000	Maintenance Supplies						
01-20-909-2520-00000	Maintenance Supplies	18,612	33,996	2,833	2,833	2,833	
01-30-411-2520-00000	Maintenance Supplies						
01-30-412-2520-00000	Maintenance Supplies						
01-30-909-2520-00000	Maintenance Supplies	18,376	12,000	1,000	1,000	1,000	
01-40-404-2520-00000	Maintenance Supplies						
01-40-411-2520-00000	Maintenance Supplies	658					
01-40-412-2520-00000	Maintenance Supplies						
01-40-909-2520-00000	Maintenance Supplies	9,733	11,000	500	500	1,000	

Drill-down From Financial Statements

The multi-account budget entry screen can be accessed by a simple right-click in any Financial Statement report. Parameters are passed down from the report resulting in the display of all accounts for the selected line item.

Report: Corp by Major 📄 ✖

📄 Display ⚙️ Customize Report Period: 04/2021 April 📄 Generate Report

	Acme Inc. As of April	Apr 2022 Actual	Apr 2022 Budget	\$ Var Actual to Budget	% Var	Apr 2020 Actual
21	Salaries & Wages		23,637	23,637	0	6,487
22	Employee Benefits		17,558			
23	Payroll Taxes		1,897			
24	Professional Fees					
25	Supplies		1,901			
28	Occupancy	50	17,884			
29	Equipment		444			
31	Advertising					
32	Transportation					
33	Conferences/Meetings					
35	Dues & Fees					
36	Awards & Grants		12,094			
37	Financing					
39	Bad Debt Expense					
40	Depreciation	79,626				

- Drill Down to View
- Fund
- Branch
- Major Dept
- Department
- Major Acct#
- Minor Acct#
- PCS
- Category Type
- Account
- Transactions
- Actuals / Budgets
- Actuals / Budgets Multi-account

📄 Accounts (Category Type = X) And (Major Acct# = 21)
377 accounts

Account	Description	2021 Actual Total	2021 Budget Total	2022 Budget Apr	2022 Budget May	2022 Budget Jun	2022 Budget Jul	2022 Budget Aug
01-01-001-2110-00000	Administrative		1,251,847	12,316	11,539	11,539		-50
01-01-001-2110-20098	Administrative Salaries			167	167	167	167	
01-01-001-2180-00000	Clerical							
01-01-001-2190-00000	Maintenance		1,662					